

Administration and Information Technology

City of Glasgow College

Venues

City Campus

Content

This two-year part-time course will prepare you with the knowledge and skills for a role in a broad range of administrative and IT roles or for further study leading to the second year of degree study in Business, Administration or IT based degrees.

The course includes:

IT in Business; Digital Technologies for Administrators; Recording Financial Transactions; Communication.

Start Date

August

Qualification

HNC

Study Method

Part time (evening)

Course Length

1 year

Department

Administration and Human Resources

Entry Requirements

1 Higher plus 2 subjects at National 5, or relevant national qualifications at SCQF Level 5 or 6. Entry subject to interview.

SCQF Level

7

SCQF Points

«SCQFPoints»

Progression Routes

HND Administration and Information Technology or employment in an administrative/senior administrative/managerial role.

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

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Website

www.cityofglasgowcollege.ac.uk